

**COVER SHEET FOR AMENDMENT OF  
POST-TRAVEL SUBMISSION**

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**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

Name of Traveler: Thomas Mancinelli

Employing Office/Committee: Office of Senator Christopher A. Coons

Private Sponsor(s) (List all): The Aspen Institute (Socrates Program)

Travel Date(s): October 27-29, 2017

Description/Title of Attached Forms: Employee Pre-Travel Authorization Form (RE-1)

Purpose of Amendment (describe the reason for amending original submission): Final Post-Travel submissions  
to OPR must include all original documents included in the pre-travel review, including the original

Pre-Travel Authorization Form (RE-1). My submission to OPR was missing my RE-1.

12/5/17  
(Date)

Thomas Mancinelli  
(Signature of Traveler)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

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**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Thomas Mancinelli

Employing Office/Committee: Office of U.S. Senator Chris Coons

Private Sponsor(s) (list all): The Aspen Institute (Socrates Program)

Travel date(s): October 27, 2017 to October 29, 2017

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Queenstown, Maryland

Explain how this trip is specifically connected to the traveler's official or representational duties:

This seminar is designed to bring Congressional staffers from across different committees to share ideas on political civility and the role of Congress. As the National Security Advisor for U.S. Senator Chris Coons, I handle his work on the Foreign Relations Committee and the Appropriations Subcommittee that funds foreign assistance. Participation in this program will help me build ideas for how Republicans and Democrats can work together on foreign policy issues in a constructive, bipartisan manner.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

September 22, 2017  
(Date)

Thomas Mancinelli  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Christopher Coons hereby authorize Thomas Mancinelli  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/22/17  
(Date)

Chris Coons  
(Signature of Supervising Senator/Officer)